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AFFIRMATIVE ACTION PLAN

2000 Accomplishments

2001 Action Items

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MONTANA DEPARTMENT OF TRANSPORTATION

Civil Rights Bureau
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2001 AFFIRMATIVE ACTION PLAN

Including 2000 AAP Accomplishments

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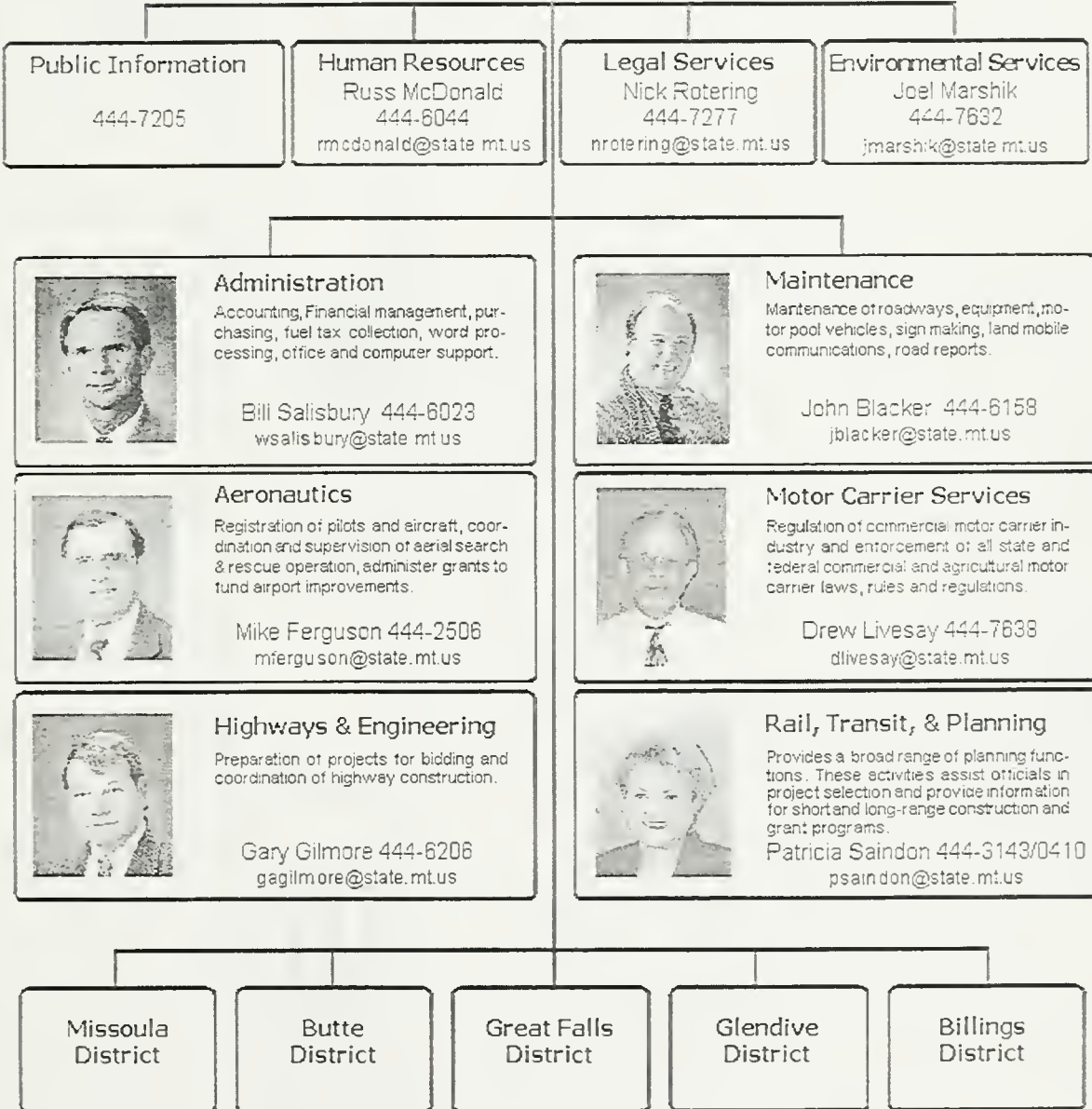


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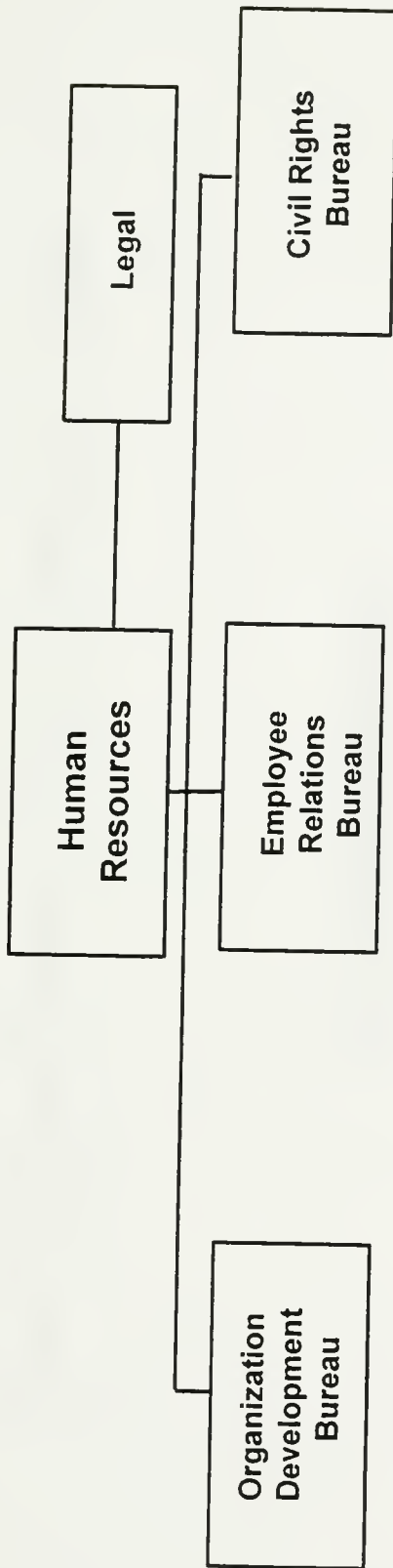
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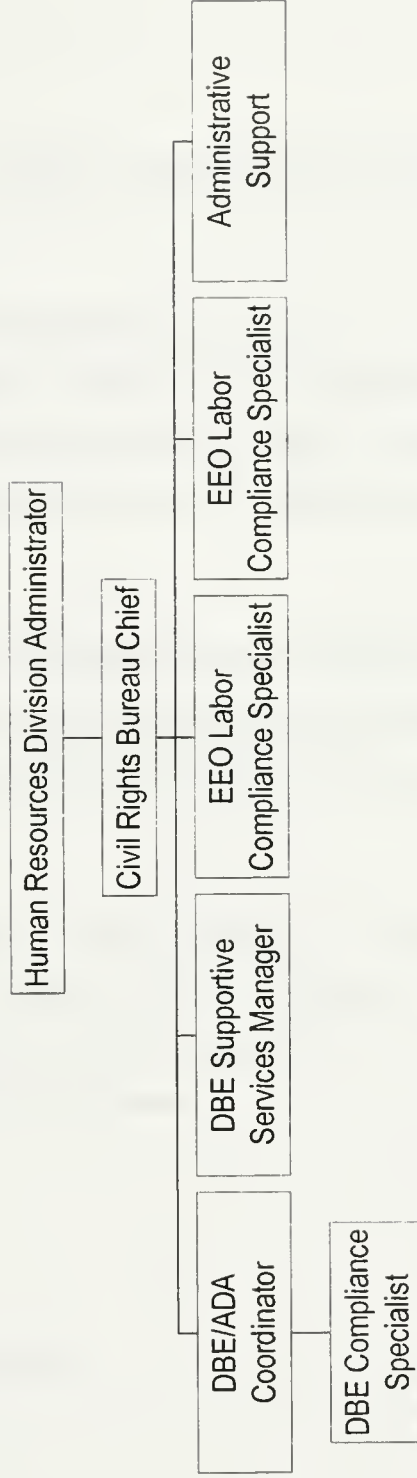
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Human Resources



Civil Rights Bureau Organizational Chart



EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Montana Department of Transportation (MDT) is an equal opportunity employer. No person will be denied employment or otherwise be subject, in any term or condition of employment to discrimination based on sex (including sexual harassment), race, color, creed, religion, national origin, age, disability, marital status or political beliefs.

MDT will take affirmative action to equalize employment opportunities at all levels of Agency operations where there is evidence there have been barriers to employment for those groups of people who have traditionally been denied equal employment opportunity.

All MDT employees are protected from retaliation for lawfully opposing any discriminatory practice, including filing an internal complaint, the filing of a union grievance, and the initiation of an external administrative or legal proceeding or testifying in or participating in any of the above.

s/s: David A. Galt, Director
Montana Department of Transportation

SEXUAL HARASSMENT POLICY

It is the policy of the State of Montana that all employees have a right to work in an environment free from all forms of discrimination, including sexual harassment.

It should be understood that sexual harassment is against the law and the State of Montana is committed to the prevention of all forms of sexual harassment in the work place. In addition the State of Montana prohibits retaliation against any employee because he or she has made a report of alleged sexual harassment or against any employee who has testified, assisted, or participated in any manner in an investigation of a report.

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical and/or visual contact of a sexual nature when:

- Submission is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission or rejection by an employee is used as a basis for employment decisions affecting the employee.
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile or otherwise offensive work environment.

The following are examples of sexual harassment:

- Sexual advances which are unwanted (this may include situations which began as reciprocal attractions, but later ceased to be reciprocal).
- Sexual gestures.
- Displaying sexually suggestive objects, pictures, cartoons or posters.
- Verbal abuse of a sexual nature, sexually-oriented jokes, innuendoes or obscenities. Sexually suggestive letters, notes or invitations.
- Reprisals or threats after a negative responses to sexual advances.
- Employment benefits affected in exchange for sexual favors (may include situations where a third party is treated less favorably because others have agreed to sexual advances).
- Physical conduct such as assault, attempted rape, impeding or blocking movement, or touching.
- Women or men in nontraditional work environments may also be subject to hazing (this may include being dared or asked to perform unsafe work practices).

You should report sexual harassment as soon as possible after the incident or action occurs. Early reporting is encouraged, because management's ability to investigate and act on reports diminishes with time. If you feel you are being sexually harassed, do not keep it to yourself, take the following steps:

- Inform the individual that his/her behavior is unwelcome, offensive or inappropriate. Do not assume or hope that the problem will go away.
- If you unable to confront the harasser or the harassment continues, notify your supervisor, the first level supervisor who is not involved in the alleged harassment, or your department's EEO officer.
- Request a copy of your department's sexual harassment prevention policy. Reporting procedures are included in the policy.
- Keep notes. Keep a record of the dates, times, places, witnesses and describe each incident. Save all notes, correspondence or related records in a safe place.

If you are considering reporting a complaint, you can:

1. Use the MDT complaint procedures posted in your work area or by calling your EEO representative.
2. File a complaint with the Human Rights Bureau. Complaints with the Human Rights Bureau will be accepted within 180 days of the act, or an extended 120 days if you are using an internal complaint procedure.

If you are not personally a victim of sexual harassment, but observe actions against other employees which you believe to be harassment, you are encouraged to bring it to the attention of your EEO officer.

s/s: David A. Galt, Director
Montana Department of Transportation

AMERICANS WITH DISABILITIES ACT POLICY

The Montana Department of Transportation (MDT) shall not discriminate against a qualified Individual with a disability because of the individual's disability in regard to job application procedures, hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions and privileges of employment.

s/s: David A. Galt, Director
Montana Department of Transportation

Program Overview

CIVIL RIGHTS BUREAU

The Civil Rights Bureau is administratively assigned to the Human Rights Division, however, the Bureau has a direct line of access to the Director and Administrative staff of the Agency.

The Bureau is staffed with a Bureau Chief who is responsible for the Agency Title VI, Title VII, DBE, DBE Supportive Services, and ADA programs as well as both EEO Contract Compliance and Labor Compliance programs. The Bureau Chief directly supervises the ADA/DBE Program Manager, three Compliance Specialists, the DBE Supportive Services Manager and one Administrative Support person. Indirect supervision is provided to five District EEO representatives.

Overall Status

MDT is signatory to three bargaining agreements: Crafts, Montana Public Employees Association (MPEA) and American Federated State, County and Municipal Employees (AFSCME). Vacant positions covered by these agreements must be posted internally before external publication can occur, thereby giving current qualified employees the first opportunity at positions. If there are no qualified internal applicants, the vacancy announcement is posted externally with State Job Services and minority/female referral sources including tribal TERO offices.

Skilled Craft and Protective Services positions are filled by means of a bid book process. The bid book process is a written agreement between management and the union which provides for a roster list of employees who have been prequalified by testing, application of seniority and ranking for promotion and/or transfer.

Additionally, MDT is subject to the Montana Veterans' Preference Act, Handicap Preference Act and Montana the State Employee Protection Act (RIF). The Veterans' and Handicap Preference Acts provide for job preference for externally posted positions. The RIF law requires any qualified state employee whose position has been eliminated to have job preference in other state agency job vacancies.

The District Centralized Services Managers (DCSM) in each of MDT's five districts has been assigned collateral duties as the District EEO representative. It is their responsibility to advise the District Administrator when discriminatory practices are suspected or identified, to receive complaints, keep the Civil Rights Bureau Chief advised of District civil rights issues and participate in Department complaint investigations

CRB personnel, the District Personnel Specialists (DPS) and District Centralized Services Supervisors (DCSS) routinely meet with identified minority and female referral sources. The purpose of these meetings is broad and ranges from recruitment purposes to providing educational programs. Following are key examples of some of the public relations and other civil rights related activities occurring in the Districts:

- **Missoula** Personnel Specialist provided sexual harassment and employment application completion training to the students enrolled in the Salish Kootenai Native American College heavy equipment program and a number of female referral sources. A female who participated in a job-shadowing program a few years ago and was subsequently hired in a laboratory position has been promoted to a Design position. She is currently enrolled in a Designer training assignment.
- **Great Falls** participated in career fairs located at the College of Great Falls and two Native American high schools. The career fairs resulted in the receipt of a number of Native American applicants. The Personnel Specialist conducted a class at the Rocky Boy College that encompassed filling out applications, conducting performance appraisals, and improving interviewing skills.
- **Billings** experienced turnover in its Personnel Specialist position. The new Personnel Specialist was able to attend an overall planning meeting with the new Crow tribal officials. She is currently making plans to offer recruitment information and training to both reservations in the District as well as other identified female and minority referral sources in the District.
- **Glendive** participated in a Career Day at the Northern Cheyenne Reservation College. Personnel participated in the "We Can Do It" workshop at the Career Development Program in Miles City. They met with the Northern Cheyenne TERO Officer and Native Americans from that reservation to provide hiring information. Glendive also participated in a gender equity workshop at Dawson Community College.
- **Butte** is the only District with no reservations. Recruitment efforts were accomplished with both female referral sources and a small Native American Alliance located in the District.
- **Headquarters** has concentrated on participating in the welfare-to-work programs. Approximately 20 welfare recipients including one disabled person have worked in headquarters as part of a work experience program. Nine participants have been placed in either permanent or temporary positions in the last year and a half.

Progress On Action Items from Previous Update

ACTION ITEM 00-1: Offer to provide periodic classes on each reservation relative to completion of state applications. Provide training to TERO Officers regarding MDT's selection process.

Action Taken: Training was accomplished at five of the seven reservations. Additionally sexual harassment training was provided to over 200 persons at the Rocky Boy Reservation. All but one of the reservations held elections during the year which resulted in the appointment of new TERO Officers at all of the reservations. MDT has begun providing recruitment and selection training to all of the new TEROs. The Bureau has established a working relationship with the Western States TERO Association in Montana and regularly participates in their meetings.

ACTION ITEM 00-2: Develop and provide specific Supervisor Training to supervisors.

Action taken: MDT training is scheduled on a two-year cycle. During 2000 all District supervisors received training that was designed to help them better identify discriminatory actions that may be occurring in their workforce. The training included how to handle potential discriminatory issues and in-depth discussion of MDT's discrimination complaint policy.

About half of the Headquarters supervisors have received the same training. The remainder are scheduled for training in 2001.

ACTION ITEM 00-3: MDT new hires, both permanent and temporary, receive limited information regarding Civil Rights. Develop new hire training.

Action Taken: A new hire training program was developed. Each of the five District EEO Representatives provided the training to their new hires. In Headquarters the Civil Rights Bureau conducted new hire training on a monthly basis. The training included sexual harassment and EEO policy training. It also included training relative to filing discrimination complaints and what steps to take if they became the victim of discrimination.

Complaints Filed During 2000

Complainant Gender	Basis	Status	Investigating Agency	
black female	Race	No Cause	MDT	MDT00-1 MCS
white male	Disability	No Cause	MDT	MDT 00-2 Engr
white male	retaliation	Cause	MDT	MDT 00-3 Engr
White males & females	Age	Pending	MDT & Mt. Human Rights Bureau	MDT 00-4 GDV
white female	sexual harassment	Cause	MDT	MDT 00-5 HR
Native American female	retaliation	No Cause	MDT	MDT 00-6 GtFls
while female	Sex	No Cause	MDT	MDT 00-7 MCS
while female	Sex	Pending	MDT	MDT 00-8 MCS
White Female	gender	Pending	MDT	MDT00-9 Gdve
Native American female	gender/race	No Cause	MDT	MDT00-10 Gdve

Personnel Policies – Practices

INTERNAL APPLICANT FLOW:

In order for upgrades to occur, vacant positions are posted and internal employees apply. Career ladders are available in some positions.

The internal applicant flow analysis indicates 687 males applied for positions compared to 51 females. Overall, 37% of the female applicants were hired compared to 32% in 1999. In 1999 23% of the male applicants were hired and this figure remained static for 2000.

There were 24 internal Native American applicants and 41% of the Native American applicants were hired compared to 27% of the white applicants.

The analysis indicates that when minorities and females apply for positions, they have been hired in a greater ratio than white applicants.

Overall statistical data for internal selection processes is presented on the following page. Specific statistical data is available upon request.

2000 MDT INTERNAL APPLICANT FLOW CHART

PERCENTAGES ARE ROUNDED TO NEAREST WHOLE

EEO CATEGORY	TOTAL APPLICANTS	CAUCASIAN	NATIVE AMERICAN	HISPANIC	ASIAN	BLACK	UNKNOWN	OTHER MINORITY	MALE	FEMALE	S/I = Statistically Insignificant
OFFICIALS/ADMINISTRATORS											
TOTAL APPLICANTS	0	0	0	0	0	0	0	0	0	0	0
NUMBER HIRED	0	0	0	0	0	0	0	0	0	0	0
PERCENT HIRED	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ADVERSE IMPACT											
PROFESSIONALS											
TOTAL APPLICANTS	92	88	3	0	0	0	0	1	66	26	0
NUMBER HIRED	29	29	0	0	0	0	0	0	15	14	0
PERCENT HIRED	32%	33%	0%	0%	0%	0%	0%	0%	23%	54%	0%
ADVERSE IMPACT		NO	S/I					S/I	NO	NO	
TECHNICIANS											
TOTAL APPLICANTS	123	117	1	0	0	0	3	2	80	43	0
NUMBER HIRED	59	59	0	0	0	0	0	0	39	20	0
PERCENT HIRED	48%	50%	0%	0%	0%	0%	0%	0%	49%	47%	0%
ADVERSE IMPACT		NO	S/I				S/I	S/I	NO	NO	
S/I PROTECTIVE SERVICES											
TOTAL APPLICANTS	3	3	0	0	0	0	0	0	1	2	0
NUMBER HIRED	3	3	0	0	0	0	0	0	1	2	0
PERCENT HIRED	100%	100%	0%	0%	0%	0%	0%	0%	100%	100%	0%
ADVERSE IMPACT		S/I							S/I	S/I	
OFFICE/CLERICAL											
TOTAL APPLICANTS	40	38	2	0	0	0	0	0	3	37	0
NUMBER HIRED	11	10	1	0	0	0	0	0	1	10	0
PERCENT HIRED	28%	24%	50%	0%	0%	0%	0%	0%	0%	27%	0%
ADVERSE IMPACT			S/I						NO	NO	
SKILLED CRAFT											
TOTAL APPLICANTS	480	458	17	0	0	0	1	4	452	28	0
NUMBER HIRED	102	92	9	0	0	0	0	1	96	5	1
PERCENT HIRED	21%	20%	53%	0%	0%	0%	0%	25%	21%	18%	0%
ADVERSE IMPACT			NO				S/I		NO	NO	
SERVICE MAINTENANCE											
TOTAL APPLICANTS	40	38	1	0	0	0	1	0	39	1	0
NUMBER HIRED	9	9	0	0	0	0	0	0	9	0	0
PERCENT HIRED	23%	24%	0%	0%	0%	0%	0%	0%	23%	0%	0%
ADVERSE IMPACT		NO	S/I				S/I		NO	S/I	

EXTERNAL APPLICANT FLOW

The external applicant flow analysis indicates 797 males applied for positions compared to 228 females. Overall, 12% (a 3.5% increase over 1999) of the female applicants were hired compared to 13% of the males. Females, who were not hired, generally failed at the minimum qualification stage. Adverse impact analysis indicated minimum qualifications were job related.

There were 33 Native American applicants this year compared to 23 in 1999. Five per cent of the Native American applicants were hired compared to 4% in 1999.

There were 34 persons who submitted applications who did not identify their ethnicity. One of those persons was hired.

Overall statistical data for external selection processes is presented on the following page. Specific statistical data is available upon request.

2000 MDT EXTERNAL APPLICANT FLOW CHART

PERCENTAGES ARE ROUNDED TO NEAREST WHOLE

PERCENTAGES ARE ROUNDED TO NEAREST WHOLE											
EEO CATEGORY	TOTAL APPS	CAUCASIAN	NATIVE AMERICAN	HISPANIC	ASIAN	BLACK	UNKWN	OTHER MINORITY	MALE	FEMALE	UNKWN
OFFICIALS/ADMINISTRATORS											
TOTAL APPLICANTS	13	13	0	0	0	0	0	0	11	2	0
NUMBER HIRED	12	1	0	0	0	0	0	0	1	0	0
PERCENT HIRED	8%	8%	0%	0%	0%	0%	0%	0%	10%	0%	0%
ADVERSE IMPACT		NO								S/I	
PROFESSIONALS											
TOTAL APPLICANTS	272	255	4	0	0	0	9	4	195	77	0
NUMBER HIRED	48	47	0	0	0	0	0	0	33	14	0
PERCENT HIRED	18%	18%	0%	0%	0%	0%	10%	0%	17%	6%	0%
ADVERSE IMPACT		NO	S/I						NO	NO	
TECHNICIANS											
TOTAL APPLICANTS	138	125	5	0	0	0	4	4	79	59	0
NUMBER HIRED	29	26	2	0	0	0	0	1	19	10	0
PERCENT HIRED	21%	21%	0% YES	0%	0%	0%	0%	25%	24%	17%	0%
ADVERSE IMPACT									NO		
PROTECTIVE SERVICES											
TOTAL APPLICANTS	75	71	2	0	0	0	2	0	61	14	0
NUMBER HIRED	7	7	0	0	0	0	0	0	7	0	0
PERCENT HIRED	8%	8%	0% S/I	100%	0%	0%	0%	0%	4%	0%	0%
ADVERSE IMPACT		NO	S/I				S/I				
OFFICE/CLERICAL											
TOTAL APPLICANTS	69	66	1	0	0	0	1	1	6	63	0
NUMBER HIRED	5	5	0	0	0	0	0	0	1	4	0
PERCENT HIRED	7%	8%	0% S/I	0%	0%	0%	0%	0% S/I	17% NO	6%	0%
ADVERSE IMPACT		NO	S/I				S/I	S/I	NO		
SKILLED CRAFT											
TOTAL APPLICANTS	225	185	31	0	0	0	4	5	211	12	2
NUMBER HIRED	9	9	0	0	0	0	0	0	9	0	0
PERCENT HIRED	4%	5%	0%	0%	0%	0%	0%	0%	4%	0%	0%
ADVERSE IMPACT		NO							NO		S/I
SERVICE MAINTENANCE											
TOTAL APPLICANTS	5	4	1	0	0	0	0	0	4	1	0
NUMBER HIRED	1	1	0	0	0	0	0	0	1	0	0
PERCENT HIRED	20%	25%	0% S/I	0%	0%	0%	0%	0%	25%	0%	0%
ADVERSE IMPACT			S/I							S/I	

Progress in female and minority hiring goals

PROGRESS IN FEMALE HIRING GOALS NOVEMBER 1, 2000 THRU OCTOBER 31, 2001						
EEO 4 CATEGORY	TOTAL FEMALE 1999	TOTAL FEMALE 2000	TOTAL NO. NEW HIRE S	FEMALE HIRING GOALS 2000	TOTAL NO. FEMALE NEW HIRES	ACCOMPLISHED
OFFICIALS/ADMINISTRATORS	1	1	1	1	0	NO
PROFESSIONALS	101	117	48	4	14	YES
TECHNICIANS	135	152	29	2	10	YES
PROTECTIVE SERVICES	14	9	7	0	0	YES
CLERICAL	31	28	5	0	4	YES
SKILLED CRAFT	14	18	9	1	0	NO
SERVICE/MAINTENANCE	6	4	1	1	0	NO

1. The total number of new hires does not include persons who were currently employed and transferred to other positions within MDT.
2. Employee selections are subject to bargaining agreements, Montana Veterans' Preference Act and the State Employee Protection Act (RIF)

PROGRESS IN MINORITY HIRING GOALS NOVEMBER 1, 1999 THRU OCTOBER 31, 2000						
EEO 4 CATEGORY	TOTAL MINORITY 1999	TOTAL MINORITY 2000	TOTAL NO. NEW HIRE S	MINORITY HIRING GOALS	TOTAL NO. MINORITY NEW HIRES	ACCOMPLISHED
OFFICIALS/ADMINISTRATORS	0	0	1	1	0	NO
PROFESSIONALS	13	8	48	1	0	NO
TECHNICIANS	20	20	29	1	3	YES
PROTECTIVE SERVICES	6	6	7	0	0	YES
CLERICAL	3	2	5	0	0	YES
SKILLED CRAFT	41	43	9	1	0	NO
SERVICE/MAINTENANCE	0	1	1	1	0	NO

1. The total number of new hires does not include persons who were currently employed and transferred to other positions within MDT.
2. The 2000 minority column includes 1 female in the Technician category.

Separation Report

MDT conducts exit interviews by mailing an exit interview survey to employees after their termination. When the forms are returned, they are provided to the Director as well as the appropriate Division Administrator. If a problem is identified on the exit interview form, appropriate follow up action occurs.

Analysis of the Separation Report indicates no adverse impact for minorities and females. The report also indicates the primary reason employees have terminated is due to other employment or retirement.

EEO CATEGORY	ALL EMPLOYEES			MALE				FEMALE					
	MALE	FEMALE	TOTAL	WHITE	BLACK	SPANISH SURNAME	ASIAN AMERICAN	NATIVE AMERICAN	WHITE	BLACK	SPANISH SURNAME	ASIAN AMERICAN	NATIVE AMERICAN
OFFICIALS/ADMINISTRATORS	1	0	1	1	0	0	0	0	0	0	0	0	0
PROFESSIONALS	24	6	30	23	0	0	0	1	4	0	0	0	2
TECHNICIANS	26	9	35	24	0	1	1	0	8	0	0	0	1
PROTECTIVE SERV. WORKERS	7	4	11	6	0	0	0	1	4	0	0	0	0
PARAPROFESSIONALS	0	0	0	0	0	0	0	0	0	0	0	0	0
OFFICE & CLERICAL	0	1	1	0	0	0	0	0	1	0	0	0	0
SKILLED CRAFT WORKERS	23	0	23	21	0	0	0	2	0	0	0	0	0
SERVICE/MAINTENANCE	4	0	4	4	0	0	0	0	0	0	0	0	0
TOTALS	85	20	105	79	0	1	1	4	17	0	0	0	3

REASON	ALL EMPLOYEES			MALE				FEMALE					
	MALE	FEMALE	TOTAL	WHITE	BLACK	SPANISH SURNAME	ASIAN AMERICAN	NATIVE AMERICAN	WHITE	BLACK	SPANISH SURNAME	ASIAN AMERICAN	NATIVE AMERICAN
FORCE CUT	0	0	0	0	0	0	0	0	0	0	0	0	0
FOR CAUSE	0	1	1	0	0	0	0	0	0	0	0	0	1
DECEASED	3	0	3	3	0	0	0	0	0	0	0	0	0
PERSONAL REASONS	5	4	9	5	0	0	0	0	4	0	0	0	0
ATTEND SCHOOL	2	0	2	1	0	0	0	1	0	0	0	0	0
OTHER EMPLOYMENT	23	5	28	21	0	1	1	0	5	0	0	0	0
RETIREMENT	34	3	37	34	0	0	0	0	2	0	0	0	1
ILLNESS	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER REASONS	2	1	3	2	0	0	0	0	1	0	0	0	0
VOLUNTARY	16	6	22	13	0	0	0	3	5	0	0	0	1
TOTALS	85	20	105	79	0	1	1	4	17	0	0	0	3

Action Items Planned for Calendar Year 2001

Action Item 2001-1: Background: MDT continues to receive very limited numbers of Native American and female applications in the Technician and Skilled Craft categories.

Action to be taken: Develop an innovative recruitment approach that will result in receiving more qualified Native American and female applicants.

Responsible Officials: Civil Rights Bureau Chief, Division Administrators, District and Headquarters Personnel Specialists.

Target Date: Develop plan by April 15, 2001. Implement and continue throughout calendar year.

Action Item 2001-2: Background: Historically MDT has had few women in Professional positions. During the past five years the Department has worked hard to increase the number of women in this category and currently 24% of the Professional employees are women. Many of these women are in entry level or mid-level positions. While MDT must continue its recruitment efforts it is equally important that steps be taken to assure the women are provided an equal opportunity to move to the upper level management positions. This can be accomplished by assuring equal opportunity criteria is used when there are opportunities for "Acting" supervisory positions and be giving the women opportunities to serve on MDT committees in order to gain experience.

Action to be taken: Assure that women in the Professional category are considered when "Acting Supervisory" opportunities exist by inserting an action item in Division/District Administrator performance appraisals.

Identify Agency committees such as the Strategic Planning Implementation Committees and other inter-departmental committees (consultant selection, consultant review teams, career ladder teams, etc.) and determine whether women are afforded an active participatory role.

Responsible Officials: Civil Rights Bureau Chief, Human Resources Administrator, Employee Relations Administrator, Personnel Specialists, Administrative Staff

Target Date: Process development by July 2001

Action Item 2001-3: Background: Montana's primary ethnic population is Native American. MDT has been a leader in State government in the development of lines of communication with each of the seven reservations. Most upper management level staff have received some training in Native American cultural issues, however, non-management employees have limited knowledge of these issues. A significant number of these employees have responsibilities that require working directly with Native Americans on the reservations.

Action to be taken: Initiate steps to develop a Native American cultural awareness program which can be presented in each District as well as Headquarters.

Responsible Officials: Civil Rights Bureau staff, and District Centralized Services Supervisors

Target Date: September 2001

Action Item 2001-4: Background: MDT continues to upgrade Department locations and public facilities to include all MDT structures, buildings, facilities, garages, rest areas, etc. When the Americans with Disabilities Act (ADA) of 1990 became effective, the Department was required to develop a transition plan to ensure all the Department locations and public facilities prior to the act became accessible and all new construction was built accessible.

Action to be taken: Develop a new transition plan to identify locations that remain inaccessible identifying the barriers and reasons for the inaccessibility in addition to identifying how newer locations that were constructed prior to 2001 could be made better for the future.

Responsible Officials: Civil Rights Bureau staff, Human Resource Administrator, Maintenance Administrator, Facilities Manager, District Administrators, Administrative Staff, Maintenance Chiefs, ADA Coordinator.

Target Date: Develop transition plan by July 2001 and implement throughout next three calendar years.

1990 CENSUS STATISTICAL DATA

ETHNICITY	POPULATION	PERCENTAGE
White	741,111	91.8%
Black	2,381	0.3%
American Indian, Aleut, Eskimo	47,679	5.9%
Asian	4,259	0.5%
Hispanic	12,174	1.5%

Percentages have been rounded to nearest hundredth.

According to 1990 census data, minorities comprise 8.2% of Montana's population. As indicated previously, Montana's largest minority group is Native American. MDT's current employment statistics indicate that 2.3% of the workforce is Native American and 1.3% is comprised of members of other minority groups. Assuming the accuracy of the data provided by the Montana Department of Administration, some under-representation continues to exist for minority group persons.

Under – Represented 2000 Chart

OCCUPATIONAL GROUP	MDT WORKFORCE				UNDER REPRESENTATION 2000				NO. NEEDED FOR PARITY			
	TOTAL EMPLOYEES		TOTAL FEMALES		TOTAL MINORITY		AVAILABLE WORKFORCE- 1993 CENSUS DATA		UNDER REPRESENTATION		FEMALE	
							FEMALE%	MINORITY%	FEMALE	MINORITY		MINORITY
OFFICIALS/ADMIN.	14	1			0		25.07%	5.76%	YES	YES	3	1
PROFESSIONAL	487	117			8		28.20%	2.42%	YES	NO	30	4
TECHNICIANS	581	152			20		35.85%	5.49%	YES	YES	84	10
PROTECTIVE SERVICE	71	9			6		44.20%	3.10%	YES	NO	20	0
OFFICE/CLERICAL	39	28			2		56.89%	6.57%	NO	NO	0	1
SKILL CRAFT	652	18			43		10.58%	7.17%	YES	YES	51	0
SERVICE/MAINTENANCE	43	4			1		35.05%	10.65%	YES	YES	10	2
TOTAL	1888	329			80							

1. The Minority column includes 2 females in Professional, 5 Females in Technicians, 1 Female in Protective Service, 2 Females in Clerical and 2 Female in Skilled Craft
2. The above is for Permanent and Seasonal Employees

Five year Goals Chart

EEO4 Categories	2001				2002				2003				2004				2005			
	A I		Other Min		Fem	A I		Other Min		Fem	A I		Other Min		Fem	A I		Other Min		Fem
	M	F	M	F		M	F	M	F		M	F	M	F		M	F	M	F	
Officials/Administrators	1	0	0	0	1			1	0	0	0	1			1	0	0	0	1	
Professionals	1	1	0	0	3			0	0	0	0	1			1	1	0	0	1	
Technicians	1	2	0	0	6			1	2	0	0	6			2	1	0	0	6	
Protective Services	0	1	0	0	2			0	1	0	0	2			1	1	0	0	1	
Paraprofessional	0	0	0	0	0			0	0	0	0	0			0	0	0	0	0	
Office/Clerical	0	1	0	0	0			0	1	0	0	0			0	1	0	1	0	
Skilled Craft	1	1	0	0	4			0	0	0	0	4			0	1	1	0	3	
Service Maintenance	1	1	0	1	1			1	1	0	1	1			0	1	1	0	1	

A I = American Indians

2000 MDT EEO ANNUAL SALARY REPORT (FULL TIME EMPLOYEES)

SALARY (THOUSANDS)	TOTAL	MALE					FEMALE						
		WHITE	BLACK	SPANISH	ASIAN	NATIVE AMERICAN	OTHER	WHITE	BLACK	SPANISH	ASIAN	NATIVE AMERICAN	OTHER
OFFICIALS/ADMINISTRATORS													
0.1 - 54.9	0	0	0	0	0	0	0	0	0	0	0	0	0
55.0 - 69.9	12	11	0	0	0	0	0	1	0	0	0	0	0
70.0 PLUS	2	2	0	0	0	0	0	0	0	0	0	0	0
SUB-TOTALS	14	13	0	0	0	0	0	1	0	0	0	0	0
PROFESSIONALS													
0.1 - 19.9	2	1	0	0	0	0	0	1	0	0	0	0	0
20.0 - 24.9	16	6	0	0	0	2	0	8	0	0	0	0	0
25.0 - 32.9	131	81	0	0	2	2	0	44	0	0	0	2	0
33.0 - 42.9	195	158	0	0	0	0	0	35	0	0	0	2	0
43.0 - 54.9	111	102	0	0	0	0	0	9	0	0	0	0	0
55.0 PLUS	24	23	0	0	1	0	0	1	0	0	0	0	0
SUB-TOTALS	479	371	0	0	3	4	0	97	0	0	0	4	0
TECHNICIANS													
0.1 - 19.9	85	54	0	0	0	5	0	25	0	0	0	1	0
20.0 - 24.9	131	77	0	0	0	2	0	50	0	0	0	2	0
25.0 - 32.9	196	147	0	1	1	3	0	43	0	0	0	1	0
33.0 - 42.9	116	102	0	0	1	2	0	11	0	0	0	0	0
43.0 PLUS	4	4	0	0	0	0	0	0	0	0	0	0	0
SUB-TOTALS	532	384	0	1	2	12	0	129	0	0	0	4	0
PROTECTIVE SERVICES													
0.1 - 24.9	11	8	0	0	0	0	0	3	0	0	0	0	0
25.0 - 32.9	63	51	0	0	0	3	0	9	0	0	0	0	0
33.0 PLUS	5	3	0	0	0	1	0	1	0	0	0	0	0
SUB-TOTALS	79	62	0	0	0	4	0	13	0	0	0	0	0
OFFICE/CLERICAL													
0.1 - 15.9	4	1	0	0	0	0	0	3	0	0	0	0	0
16.0 - 19.9	14	1	0	0	0	1	0	9	0	2	0	1	0
20.0 - 24.9	4	1	0	0	0	0	0	3	0	0	0	0	0
25.0 PLUS	13	9	0	0	0	1	0	3	0	0	0	0	0
SUB-TOTALS	35	12	0	0	0	2	0	18	0	2	0	1	0
SKILLED CRAFT													
0.1 - 24.9	1	0	0	0	0	0	0	1	0	0	0	0	0
25.0 - 32.9	495	446	1	3	0	32	0	10	0	0	0	3	0
33.0 - 42.9	84	81	0	0	0	3	0	0	0	0	0	0	0
43.0 PLUS	1	1	0	0	0	0	0	0	0	0	0	0	0
SUB-TOTALS	581	528	1	3	0	35	0	11	0	0	0	3	0
SERVICE MAINTENANCE													
0.1 - 24.9	0	0	0	0	0	0	0	0	0	0	0	0	0
25.0 - 32.9	41	34	0	0	0	1	0	6	0	0	0	0	0
33.0 PLUS	17	17	0	0	0	0	0	0	0	0	0	0	0
SUB-TOTALS	58	51	0	0	0	1	0	6	0	0	0	0	0
TOTALS	1778	1421	1	4	5	58	0	275	0	2	0	12	0

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